

BARFORD SHERBOURNE & WASPERTON JOINT PARISH COUNCIL

Minutes of the Annual Meeting of the Joint Parish Council
held as a video meeting
on Tue 4 May 21

Present	Cllr T Merrygold, (Chairman) Cllr: Mrs W Barlow, J D Billingham, R Clay, H Gadsden, J M Hawkesford, Mrs D E Haynes, Mrs V Hunt, G Jackson, Mrs L M Jones, M J Metcalfe, J V Murphy, Mrs R Newsome, M J Sheard, N F J Thurley
Apologies:	Cllr: Mrs K E Thomson,
In Attendance:	Cllr: L Caborn (WCC), Cllr J Matecki (WDC),

Opening

- 1 The meeting opened at 7:30 pm
- 2 Two members of the public joined the meeting.

Declarations of Disclosable Interests

- 3 None was declared.

Election of Chairman of the Council for 2021-22

- 4 Cllr T Merrygold was elected.

Election of Vice-Chairman of the Council for 2021-22

- 5 Cllr J V Murphy was elected.

Public Participation

- 6 There was none.

Delegation of JPC Powers

- 7 RESOLVED: That the JPC delegates to the Proper Officer all its legal powers, save for those reserved to the full council. In the exercise of this prerogative, the Proper Officer will be guided by the Chairman of the JPC or the Vice-Chairman or both

Minutes of the Meeting of Council on 8 Mar 21

- 8 The minutes were approved as a true record. There were no matters arising.

Minutes of the Meeting of the Planning Committee 23 Apr 21

- 9 The minutes were approved as a true record. There were no matters arising.

JPC Appointments for 2021-22

- 10 See below:

	Planning *	Disciplinary*	Disciplinary Appeals **	BMHMC	WDC Planning Forum%	WALC%
Cllr Mrs W Barlow	✓	✓				
Cllr J D Billingham	✓					
Cllr R Clay	✓		✓			
Cllr H Gadsden						
Cllr J M Hawkesford			✓			
Cllr Mrs D E Haynes	✓					
Cllr G Jackson	✓					
Cllr Mrs L M Jones				✓		
Cllr T Merrygold	✓*	✓*				✓
Cllr M J Metcalfe	✓		✓			

Cllr J V Murphy	✓		✓**			✓
Cllr Mrs R Newsome	✓					
Cllr M J Sheard		✓				
Cllr Mrs K E Thomson						

Financial Report

11 Cash Book Balances as at 31 Mar 21

- HSBC(1) £62,628.98
- HSBC(2) £20,319.31
- Santander £52,232.09

The JPC took note

12 Receipts and Payments

The JPC endorsed the following:

Date	Payee	Category	Total
1 Mar 21	Bank interest	Bank interest	0.40
3 Mar 21	R J Smith	Allotments Hire of Land	(140.00)
3 Mar 21	M Hadley	Allotments Hire of Land	(140.00)
3 Mar 21	Chairman	Chairman's Allowance	(511.00)
4 Mar 21	Smith Construction	Open Spaces Maintenance	(495.00)
8 Mar 21	Turpin	Bus Shelters Maintenance	(60.00)
8 Mar 21	HMRC	VAT	1,419.59
10 Mar 21	Harman Plot 20.5	Allotment Rents	21.33
11 Mar 21	HMRC	Employment Expenses	(690.00)
11 Mar 21	Plimmer Plot 21A	Allotment Rents	33.33
11 Mar 21	Timofte Plot 20D	Allotment Rents	25.00
11 Mar 21	Wither Plot 7	Allotment Rents	25.00
13 Mar 21	Lees Plot 12	Allotment Rents	25.00
14 Mar 21	Barlow Plot 16	Allotment Rents	25.00
14 Mar 21	Murray Bates Plot 25	Allotment Rents	33.33
15 Mar 21	Frank Mann Farmers	Open Spaces Maintenance	(810.00)
16 Mar 21	Salaries	Employment Expenses	(38.86)
17 Mar 21	Plot 17,11B&15, 10,3,4,24	Allotment Rents	194.83
17 Mar 21	Larner Plot 20.4	Allotment Rents	21.33
20 Mar 21	Ranner 20A,20B	Allotment Rents	41.67
20 Mar 21	Ranner 20A,20B	Allotment Rents	41.67
22 Mar 21	Carmichael Plot 20	Allotment Rents	52.33
24 Mar 21	Murley	Open Spaces Maintenance	(34.75)
24 Mar 21	Transfer	Transfer	0.00
25 Mar 21	Salaries	Employment Expenses	(885.00)
25 Mar 21	Administration	Office Accommodation	(66.00)
26 Mar 21	Plot 2,9,6B&19,20.3,6C	Allotment Rents	146.33
26 Mar 21	Stokes 21.33	Allotment Rents	21.33
26 Mar 21	Hunt 11A	Allotment Rents	25.00
27 Mar 21	Tindall Plot 20.6	Allotment Rents	22.35
28 Mar 21	Hansen Plot 1	Allotment Rents	25.00
28 Mar 21	Fitzpatrick Plot 21B	Allotment Rents	33.33
29 Mar 21	UKSTRIPE	BLIS:BSC	9.22
29 Mar 21	UKSTRIPE	BLIS:BSC	14.08
29 Mar 21	Administration	Postage	(71.91)
30 Mar 21	Steve Harratt	Bus Shelters Maintenance	(250.00)

Audit of Accounts as of 31 Mar 21

13 The JPC's accounts are to be delivered to the external auditor by 2 Jul 21. The statutory notices informing the electorate of this process and of electors' rights of inspection will be posted on the Barford Community Website on 11 Jun 21

14 The JPC adopted the "Annual Governance Statement 2020-21" at Annex A.

15 The JPC adopted the "Accounting Statements 2020-21" at Annex B

Management Accounts as at 31 Mar 21

16 The JPC took note of the accounts at Annex C

National Code of Conduct

17 The latest version of this document had been distributed to members for information. WALC's advice was that the JPC should adopt it, but only after WDC has done so, to ensure that both entities are working to the same rules at the same time.

The JPC acted upon WALC's advice and will await WDC's adoption of the code.

Open Spaces and KGF S106 Monies

18 The JPC debated the options for using some of the funds designated for KGF and the Open Space S106 monies from Taylor Wimpey. A number of projects was suggested and a priority list of 4 drawn up for the JPC to arrange quotes.

19 Top 4 priorities

1) Footpath from KGF through the allotments to Wasperton Lane. To include necessary fencing along the allotments and gates. Also include any necessary footpath repairs needed to KGF footpaths, due to root damage and the like.

2) While pathway contractors are on site, include the option to tarmac the section from the top corner of KGF across to the cemetery gate.

3) BYCC are requesting between £30k - £40k for their outside works. Exact details to be submitted. Julie Crawshaw has been requested to provide details and costs for our July meeting.

4) Barford Village Green stone wall –repair / replace stonework as necessary

Once these are agreed other items will be selected from the remaining list

20 Other items were suggested for KGF which may count as new capital or maintenance:

1) Replace signage with better permanent signs

2) Additional gym equipment

3) Repaint fencing as necessary

21 Other items suggested which we will return to after the costings for the initial projects are confirmed and if any budget remains:

1) Clearing, repair of the informal footpath inside the barford Bypass bunding across from Westham Lane

2) If WCC Green Shoots funds are not forthcoming for the Community Orchard hedging suggested by Bar Zero, then the JPC to consider funding the project

3) Landing stage on river?

22 It was also suggested that it was worth trying to re-establish / repair the hedge along both sides of Bridge Street from the A429 to the Bridge as this will improve the entry to the village, provide protection for walkers and cyclists and improve biodiversity. But as this hedge is under the control of the landowner it was agreed that the JPC could support this desire, possibly through the Green Shoots fund but not fund it directly. The Chairman will pursue with Robin Smith-Ryland.

Sandy Way Parking

23 Responses to a questionnaire to the residents in Sandy Way revealed that about three-quarters of them wished the area to be prepared as parking sites rather than be returned to grass.

Village Voices

24 The JPC voted for "Village Voices" to be published, printed, and distributed, with 11 editions in a 12-month period, to all households in Barford, Sherbourne and Wasperton, free at point of delivery with two full pages per edition for JPC/KGF/BSC news at a cost of £2,480pa for three years.

[Pursuant to Standing Order 3w, the JPC voted to extend the duration of the meeting beyond two hours]

Barford Youth & Community Centre

25 Cllr Mrs Barlow gave a progress report. The JPC took note.

King George's Field

26 Cllr Murphy's briefing had the following elements:

- Still busy
- Reseeding done
- No progress on zip wire problem
- One children's play area gate is broken

JPC Calendar of Meetings 2021-22

27 The constraints imposed by the Covid safety precautions on face-to-face meetings caused a rescheduling of meetings for the remainder of the calendar year in recognition that neither Sherbourne nor Wasperton village halls could conform to them. This will be reconsidered when expedient.

Date	Place
Mon 12 Jul 21	Barford
Mon 13 Sep 21	Barford
Mon 11 Oct 21	Barford
Mon 8 Nov 21	Barford
Mon 10 Jan 22	Barford
Mon 14 Feb 22	Sherbourne
Mon 14 Mar 22	Wasperton

Bremridge Close

28 The news that an unused tract of land at the Bremridge Close project site could be sold for £1 stimulated an analysis of its possible purchase and use by the JPC. In the event the owners confirmed that they were considering its future and that it was not currently for sale.

Wasperton Bus Shelter

29 Ill-health prevented the main contractor from completing the rebuild. This voided the contract. The unfinished work was completed under the supervision and with the practical help of Cllrs Murphy and Sheard. JPC members expressed their gratitude to them for bringing the rebuild to a successful conclusion.

Any Other Business

30 Resignation

Cllr NFJ Thurley announced his resignation from the JPC with effect from 5th May. The Chairman thanked him for the many years of service in the JPC he had rendered.

31 Retirement

Cllr L Caborn was not standing for re-election in the forthcoming WCC election so this would be his last appearance at a JPC meeting. The Chairman express his deep gratitude to him as a friend and ally of the JPC. He would be profoundly missed.

Closure

32 There being no other business, the meeting closed at 9:52pm.

Date of Next Meeting

33 The next meeting of the JPC is on Mon 12 Jul 21 in Barford Memorial Hall at 7:30 pm.

Section 1 — Annual Governance Statement 2020/21

We acknowledge as the members of:

Barford Sherbourne & Wasperton JPC

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

Agreed				
	Yes	No*	'Yes' means that this authority:	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	NA	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on: 4 May 2021 and recorded as minute reference: Annex A

Signed by the Chairman and Clerk of the meeting where approval was given:
Chairman

Clerk

JF Johnson

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address www.barford.org.uk

Section 2 — Accounting Statements 2020/21 for Barford Sherbourne & Wasperton JPC

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
			Please round all figures to nearest £. Do not leave any boxes blank and report £0 or Nil <u>balances</u> . All figures <u>must</u> agree to underlying financial records.
1. Balances brought forward	101,303	106,275	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year,
2. (+) Precept or Rates and Levies	50,724	51,653	Total amount of precept (or for IDBS rates and levies) received or receivable/o in the year Exclude any grants received.
3. (+) Total other receipts	20,563	42,602	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	18,895	18,553	Total expenditure or payments made to and on behalf of al/ employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities, and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	47,421	46,797	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capita/ repayments (line 5).
7. (=) Balances carried forward	106,275	135,180	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short-term investments	106,275	135,180	The sum of all current and deposit bank accounts, cash holdings and shod term investments held as at 31 March — To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	556,207	512,747	The value of all the property the authority owns — it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets,
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practice and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

JF Johnson

Date 4 April 2021

I confirm that these Accounting Statements were approved by this authority on 4 May 2021

As recorded in minute reference: Annex B

Signed by Chairman of the meeting where the Accounting Statements were approved

**MANAGEMENT ACCOUNTS
EXECUTIVE SUMMARY**

Opening balance 1 Apr 20	106,275		
Excess of Income over Expenditure 2020-21	28,906		
Closing balance 31 Mar 21	135,180		
Designated Funds			
Barford Leisure Improvement Scheme:			
Barford Sports Club	5,777		Self-funding. Money banked with JPC
King George's Field	38,610		Residue of start-up funding
Sinking Fund	25,000		Funded from Precept; for long-term capital needs
Barford Memorial Hall	4,247		Current balance owned by BMH
Barford Telephone Kiosk	200		Barford Heritage Group bond for future costs
Barford War Memorial	470		Raised by public subscription
Election Expenses (casual elections until 2023)	3,000		JPC policy to reserve this early in the election cycle
Neighbourhood Watch	100		Current Balance
Provision for new mower	1,600		Purchase approved by JPC
Public Access Defibrillator	302		Current balance (donated)
Section 106	3,140		Reserved for specific projects
Barford Youth & Community Centre (planned)	10,000		Promissory note; payable on completion.
Road Crossings Barford	12,000		For construction in 2021
Key Man Insurance (self-funded)	14,509		75% of Clerk's Salary, ERNI and Office Costs
Total Designated Funds	118,955		
SUMMARY	Cr	Dr	
Closing Balance 31 Mar 21	135,180		
Designated Funds		118,955	
Totals	135,180	118,955	
Discretionary Reserve	16,225		

BUDGET

	Budget 2020-21	Outturn
RECEIPTS		
Allotments Rents	1,097	1,036
Bank Interest	315	114
BLIS:BSC	0	613
BLIS:KGF	0	30,081
BVG Play Area	0	6,250
Precept (WDC)	51,653	51,653
VAT	1,000	4,503
Wayleave	5	5
TOTAL RECEIPTS	54,070	94,255
PAYMENTS		
Allotments Hire of Land	560	560
Allotments Maintenance	350	0
Allotments Water Supply	350	331
Audit Fees	510	510
BLIS:KGF	0	2,170
Bus Shelters Maintenance	585	2,860
BVG Play Area	0	14,830
Chairman's Allowance	511	511
Employment Expenses	18,430	18,553
Grants: Community Centres	5,088	7,566
Insurance	1,917	1,980
Mowing Charges	5,825	4,589
Newsletter	3,000	3,000
Office Accommodation	792	792
Open Spaces Maintenance	7,500	5,074
Road Crossings Barford	0	0
Postage	50	72
Printing and Stationery	50	203
Rectory Paddock	500	500
Section 137	100	25
Subs: Information Commissioner	35	35
Subs: SLCC	183	185
Subs: WALC	652	656
Training and Seminar Expenses	150	60
Travel Expenses	100	0
Venue Hire	220	180
War Memorial Wasperton	108	108
TOTAL PAYMENTS	47,565	65,349
Difference:	6,505	28,906